



GEORGIA DEPARTMENT OF AGRICULTURE

JOB ANNOUNCEMENT

Gary W. Black, Commissioner

- Leave Benefits
- Insurance
- Paid Holidays
- Retirement

JOB TITLE:	TS: OFFICE ADMIN GENERLIST (AL) [WORKING TITLE: ADMINISTRATIVE & PROCUREMENT SPECIALIST]
POSITION NUMBER:	00052329
LOCATION:	ADMINISTRATION DIVISION, INFORMATION TECHNOLOGY ADMINISTRATION, ATLANTA
POSTING DATE:	JANUARY 16, 2014
APPLICATION DEADLINE:	JANUARY 26, 2014
WHO MAY APPLY:	ALL QUALIFIED APPLICANTS
PAY GRADE:	13
ENTRY SALARY:	\$2,449.96/MONTH

DESCRIPTION OF DUTIES: Provides advanced technical-level support and office administration to assigned functions or program areas (Examples: division or department administration, purchasing, etc.). Provides information and assistance to internal and external customers, resolves issues and prepares research data.

Duties may include:

- Answer incoming calls and routes them appropriately.
- Checks and/or compares documents, forms, applications, or other materials for accuracy, completeness, grammar, and format.
- Composes routine correspondence and memoranda in accordance with instructions.
- Collects, sorts, batches, alphabetizes, codes, and/or places in numerical order various documents for filing, storage, or processing.
- Organizes, maintains, and/or purges files, documents, and/or logs.
- Prepares and processes bills, invoices, receipts, statements, checks, and other financial documents.
- Schedules appointments, maintains conference room availability, and reserves and assigns motor vehicles and other equipment to staff.
- Distributes and provides instructions for completion of applications and other forms; reviews forms for proper completion.
- Handles and processes mail.
- Retrieves records, associates with requests or inquiries, and routes to proper persons.
- Enters, retrieves, updates, verifies, and deletes information from manual and electronic files.
- Retrieves and compiles data and prepares reports.
- Interprets and applies instructions and guidelines to resolve work problems.
- Operates standard office equipment.
- Reviews and processes documents such as contracts and leases.
- Receives verbal and written requests for information. Determines pertinent sources and searches records and files for information for requestors.
- Returns documents for correction with detailed explanation.
- Provides assistance and training to others in the work unit.
- Assists with purchasing.

MINIMUM QUALIFICATIONS: Bachelor's degree and one year of work related experience

OR

Four years of work related experience.

PREFERRED QUALIFICATIONS: *Preference will be given to applicants, who, in addition to meeting the Minimum Qualifications, possess knowledge, skills and abilities in the following areas:* Reporting skills, administrative writing skills, Microsoft Office skills, managing processes, organization, analyzing information, professionalism, problem solving, supply management, inventory control and verbal communication.

HOW TO APPLY: (We accept applications and/or resumes by either transmission listed below.)

- Mail a completed State of Georgia application and/or resume to Debbie Teal, Georgia Department of Agriculture, Personnel Office, Room 300, Agriculture Building, 19 Martin Luther King, Jr. Drive, S.W., Atlanta, Georgia 30334;
- Fax a completed State of Georgia application and/or resume to Debbie Teal at (404) 463-8196;
- E-mail a completed State of Georgia application and/or resume to Deborah.Teal@agr.georgia.gov.

PLEASE REFERENCE THE JOB TITLE AND POSITION NUMBER WHEN APPLYING. If you have submitted an application and/or resume to our Department within the last year, then ***call*** to let us know that you are interested in being considered for this position. For more information, you may contact Debbie Teal at (404) 656-3615.

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED, BUT MAY NOT NECESSARILY RECEIVE AN INTERVIEW.

NO NOTIFICATION WILL BE SENT TO APPLICANTS EXCEPT THOSE WHO ARE SELECTED FOR INTERVIEWS.

**AN EQUAL OPPORTUNITY EMPLOYER
IF YOU NEED AN ACCOMMODATION FOR AN INTERVIEW,
PLEASE CONTACT THE PERSONNEL OFFICE AT (404) 656-3615.**